

USDA FNS Numbers Application Guidance for Farmers' Markets
Updated March 2020

Here are some additional instructions for farmers markets and ownership/sponsorship of farmers markets only.

Government Owned/Operated/Sponsored (city, town, county, state, tribal):

1. Copy of IRS Tax Exemption for the city/town/county/state.
2. City/town/county/state official must sign the application/reauthorization.
3. Letter from the city/town/county/state that they are operating the farmers market.
4. We like a Photo id (driver's license) of that city official but it isn't mandatory.

501(C)3 Federal Non-profit Organization:

1. Ex Director or Corporate officer(s) of the Nonprofit must sign the application or re-authorization. Each person listed must sign a signature page so you may need to print more than one signature page.
2. Copy of the IRS 501(C)3 Determination Letter.
3. Photo id (driver's license) for the official listed and signing.
4. Letter from the Non-profit organization stating they are the operator/sponsor of the market.

Non-profit Organization (IRS letter or state filing) AND/OR privately owned/operated Corporation & LLC's and markets operated by Board Members:

1. Application must be signed by the organization Ex Director/Corp Officer/Board Member(s) or owner(s) or Corporation corporate officer(s). Each person listed must sign a signature page so you may need to print more than one signature page.
2. Photo ID and SSN verification are required for the official listed and signing.
3. Copy of the Non-profit Determination Letter.
4. A letter verifying the organization is the operator/sponsor of the market.

Markets that are a loose association of farmers that have a market manager ONLY running the market with no board:

1. Application signed by the market manager or anyone entered on the application. Each person listed must sign a signature page so you may need to print more than one signature page.
2. Photo id (copy of driver's license) and SSN verification (copy of ssn card or other official document with ssn)
3. A letter from the market manager stating he/she is running the market. It must be signed by a few of the vendors for verification.

INFORMATION ON STOCK, VARIETIES, AND PERISHABLES and SALES FIGURES:

a-d The Varieties: If you have a bread vendor or any vendor that sells breads, grains, rice, homemade cereal, we are looking for how many different varieties (bread, rice, pasta, flour, grains), remember Bread is bread, pumpernickel, oatmeal, white, wheat are all just bread. Of these products how many of these are your vendors selling. If none, put 0. The same for meats, dairy (butter, cheese, yogurt, etc), Fruit/vegetables (corn, green beans, kale, tomatoes, cukes, etc etc)

a-d Stocking Units – do these vendors come to market with at least 3 each of the products they sell.

a-d Perishable: do any or all of these categories have perishables. I would assume that all the categories would be perishable if you have vendors that carry these items.

- For farmers markets that don't track vendor sales please "Actual Sales" but enter estimated sales. To estimate your market sales, average what the vendors make daily (**an example:** Some vendors make \$100 a day and some make \$500, so ALL VENDORS would be averaged to \$250 a day). You would multiple the daily average amount by the # of vendors, then multiply that by # of days market operates per year. We understand the even though you have selected "Actual Sales" that the figure are estimated.
- From there you would take that gross sales figure and break it down into the percentage categories listed. EX of how to break it down for an estimated **Gross of \$1000** (remember this is just an example, your market percentages will depend on the number of vendors and what they are selling).
- **Staple Foods: Dairy, Fruit/vegetables, Bread/grains/cereals, Meat/Poultry/Fish**
- **Accessory Foods: Jams, jellies, honey, maple syrup, condiments, spices, relish,**
- **Hot and Cold Prepared Foods.**
- **Non-foods – crafts, soaps, candles, etc**